

CITY OF SAN JOSE
OFFICE OF THE CITY AUDITOR
Procedure No. M-37

STAFF PERFORMANCE REPORTS

Purpose

To provide feedback to the audit staff regarding their performance during the audit and to help the individual employee work closer to his or her potential.

Background

At the completion of the audit, the Supervising Auditor should complete a **Management Performance Evaluation form** for each of the audit staff.

Procedure

Supervising Auditor	1. Complete a Management Performance Evaluation form for each of the audit staff.
City Auditor	2. Review and approve the completed Management Performance Evaluation form.
City Auditor, Supervising Auditor, and Audit Staff	3. Meet separately with each member of the audit team to discuss the employee's performance during the audit.
Executive Assistant to the City Auditor	4. Send the performance evaluation report to the Human Resources Department and process the authorized salary change, if any. Give a copy of the performance evaluation form to the employee. File a copy of the performance evaluation form in the individual employee's personnel file.